



**TO EMPLOYERS, APPRENTICES AND TRAINEES** - You've signed a training contract! Congratulations!

You've already been provided with a lot of information – here's how we can all work together to have a successful training and employment relationship, and achieve the outcomes you're looking for.

	Training Contract	Training Plan
<p><b>Key Points – What you need to know</b></p> 	<ul style="list-style-type: none"> <li>• A legal agreement between the employer and the apprentice/trainee</li> <li>• Allows the employer and the apprentice/trainee to work together with the Registered Training Organisation (RTO) to build skills that are valuable in the workplace.</li> <li>• The employer gains a staff member who will understand the workplace and will develop skills that match the goals of the business.</li> <li>• The apprentice/trainee gains valuable work experience and a nationally recognised qualification.</li> <li>• Signed with the guidance of your Apprenticeship Network Provider (ANP/AASN), and registered with Skills Tasmania.</li> </ul>	<ul style="list-style-type: none"> <li>• Sets out the schedule of training that is agreed by the Registered Training Organisation (RTO), employer and apprentice/trainee.</li> <li>• Needs to be completed within 3 months of the training contract registration.</li> <li>• Developed and documented with your RTO.</li> <li>• Must be reviewed by the RTO, employer and apprentice/trainee three times per year.</li> <li>• Training time, as scheduled in the training plan, is paid work time – check your industrial agreement/award or contact Fair Work if you have questions.</li> </ul>
<p><b>What success looks like</b></p> 	<ul style="list-style-type: none"> <li>• A commitment to mutual respect, honesty and fairness.</li> <li>• A safe and supportive working environment, free from bullying and verbal, physical, racial and sexual abuse.</li> <li>• The employer provides comprehensive induction processes for apprentices/trainees to ensure that they are aware, from the time of commencement, of the proposed training program, workplace safety requirements and their rights and responsibilities.</li> <li>• The apprentice/trainee attends and performs work in a professional and courteous manner in accordance with the employer's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to work together with your RTO to develop, review and adjust the training plan as necessary.</li> <li>• The employer provides facilities and expertise to assist in the training of the apprentice/trainee, including on-the-job training, an experienced and qualified supervisor, time to undertake off-the-job training.</li> <li>• The apprentice/trainee makes all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required.</li> </ul>









## We know that sometimes, things don't go to plan. When you feel something is not right – talk to someone.

Issues might interrupt the training, or affect the relationship between the employer and apprentice/trainee.

There are options available to employers and apprentices/trainees in difficult circumstances or when things change.

### Here's a quick **TROUBLESHOOTING GUIDE**

It is a legal requirement of your training contract that you must let Skills Tasmania, your Apprenticeship Network Provider (ANP/AASN) and your Registered Training Organisation (RTO) know within five working days if you think your training contract has become jeopardised - for example if the apprentice/trainee is unable to complete scheduled training, or if the relationship between the employer and the apprentice/trainee becomes difficult.

	ISSUE	FIRST CONTACT	OTHER CONTACT
	General questions about apprenticeships and traineeships	<b>Your Apprenticeship Network Provider (ANP/AASN)</b> <ul style="list-style-type: none"> <li>MAS National - <b>1300 139 566</b></li> <li>MEGT – <b>13 63 48</b></li> <li>Other.....</li> </ul>	<b>Skills Tasmania - Workforce Training Consultant</b> <ul style="list-style-type: none"> <li>Brendan Ivory – 0418 143 509</li> <li>Jenna Read – 0439 183 364</li> <li>Nathan Burton – 0418 130 657</li> </ul>
	Pay, entitlements, employment conditions Training fees	Fair Work <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> - <b>13 13 94</b>	Skills Tasmania Workforce Training Consultant
	Financial support to attend off-the-job training	Your Registered Training Organisation .....	Skills Tasmania - via email <a href="mailto:TravelClaims@skills.tas.gov.au">TravelClaims@skills.tas.gov.au</a> Further info at <a href="http://www.skills.tas.gov.au/learners/funding/travelaccom">www.skills.tas.gov.au/learners/funding/travelaccom</a>
	Training progress and attendance	Your Registered Training Organisation .....	Skills Tasmania Workforce Training Consultant Your Apprenticeship Network Provider (ANP/AASN)
	Safety and workplace conditions including bullying and harassment	Worksafe Tasmania <b>1300 366 322</b>	Skills Tasmania Workforce Training Consultant Your Apprenticeship Network Provider (ANP/AASN)
	Relations between employer and apprentice/trainee	Skills Tasmania Workforce Training Consultant	Your Apprenticeship Network Provider (ANP/AASN)
	Relationship with your RTO	Skills Tasmania Workforce Training Consultant	Your Apprenticeship Network Provider (ANP/AASN)
	Mental health	Your doctor or medical professional	<ul style="list-style-type: none"> <li>HeadSpace - <b>1800 650 890</b></li> <li>Lifeline – <b>13 11 14</b></li> <li>Ozhelph – <b>(03) 6231 0919</b></li> <li>TasTAFE Student Support Services – <b>1300 655 307</b></li> <li>Skills Tasmania Workforce Training Consultant</li> <li>Apprenticeship Network Provider (ANP/AASN)</li> </ul>